

# TASK ORDER APPROVAL FORM

CONTRACT #: C23-3266-PW

TASK ORDER #: 5

TASK ORDER AMOUNT: \$30,033.00

**CONTRACT: C23-3266-PW**  
**Halff Associates, Inc.**  
**Santa Rosa Blvd Improvements**  
**EXPIRES: 10/18/2025 w/2 1 yr renewals**

OFFERED BY CONSULTANT:

HALFF ASSOCIATES, INC.

FIRM'S NAME

Mark Llewellyn Jr., PE

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

Vice President

3/27/2024

TITLE

DATE

**RECOMMENDED FOR APPROVAL**  
**(Department Director)**

Jason T. Autrey, PE  
CPM

Digitally signed by Jason T. Autrey, PE, CPM  
Date: 2024.03.28 10:38:21 -05'00'

SIGNATURE

TITLE

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

**APPROVED BY OKALOOSA COUNTY**  
**(Per Purchasing Manual) Table 1**

DeRita Mason

Digitally signed by DeRita Mason  
Date: 2024.03.28 12:11:40 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas  
Date: 2024.03.28 13:01:54 -05'00'

OMB DIRECTOR/DATE

DATE

CHAIRMAN (if applicable)

DATE



**HALFF ASSOCIATES, INC.  
AGREEMENT FOR THE PROVISION  
OF LIMITED PROFESSIONAL SERVICES**

**COUNTY Contact and Title:** Scott Bitterman, P.E., County Engineer  
**Business Name:** Okaloosa County Public Works  
**Address:** 1759 S. Ferdon Boulevard, Crestview, FL 32536  
**Phone:** (850) 689-5772  
**E-Mail:** sbitterman@myokaloosa.com

**Agreement Date:** 3/27/2024

**Project Name:** Santa Rosa Boulevard Improvements  
**Task Work Order No. 5:** Rendering, Survey and Design Incorporation  
**Project City, County, Zip Code:** Okaloosa Island, Okaloosa County, 32548  
**Project Latitude/Longitude:** 30.391838/-86.596633

Halff Associates, Inc. (CONSULTANT) is pleased to submit our proposal to provide professional services for Okaloosa County (COUNTY) regarding the above referenced project. The abbreviated project description, Scope of Services, COUNTY's responsibilities, schedule, and compensation are as follows:

**I. ABBREVIATED PROJECT DESCRIPTION**

CONSULTANT will provide an updated overall project plan view graphic rendering for Santa Rosa Boulevard to match the current design. CONSULTANT will provide additional topographic survey at the east end of the project, approximately 25' outside the existing southern Right-of-Way. CONSULTANT will incorporate the updated survey information and modify design in this area according to direction from COUNTY.

**II. SCOPE OF SERVICES**

- 1. Overall Project Plan View Graphic Rendering Package** – CONSULTANT will provide three (3) plan view graphics, encompassing the entire project limits, to the COUNTY. The graphics will depict the updated alignment and roadway design per Task Work Order #3 (TWO3) C22-3266-PW. This task anticipates one (1) review by the COUNTY. The graphic rendering package will include one (1) plan view in 72"x 36" format with stacked viewports, and two (2) plan views in 11"x17" format with stacked viewports (West End to Dorado Ave and Dorado Ave to Brooks Bridge) at an appropriate scale, and will include the following:
  - Available aerial imagery
  - Proposed improvements per TWO3 C22-3266-PW
  - Graphic will be improved through Photoshop and final graphic will be delivered in PDF format
  
- 2. Topographic Survey** – Surveying Services will be provided by Southeastern Surveying and Mapping Corporation (SSMC). SSMC will provide a topographic survey to meet the Standards of Practice as prescribed by the Florida Board of Professional Land Surveyors in Chapter 5J-17 FAC, Section 472.027 of the Florida Statutes. The survey will include the following:
  - Recover or set horizontal & vertical control
  - Locate all improvements and utilities, including but not limited to tree locations, all features & utilities as evidenced by above ground features or if designated and marked

by the Utility Owners, their designated representative, or a contracted service at the original time of field visit. Topographic coverage will be limited to 25' beyond the south Right-of-Way line of Santa Rosa Blvd

- Establishment of a minimum of two (2) site benchmarks
- Map to show all improvements in relation to the south Right-of-Way line

The approximate survey limits will begin at Station 190+80.00, and end at Station 213+00.00.

- 3. Design Incorporation** – CONSULTANT will incorporate the updated topographic survey into current design files, and integrate Plans updates as needed. Anticipated Plans updates include, but are not limited to the following sheets:

- 3.1 Roadway Plans: Demolition Sheets, Roadway Plan & Profile Sheets, Intersection Detail Sheet, Side Street Plan & Profile Sheets, Cross Sections, Signing & Pavement Markings
- 3.2 Lighting Plans: Lighting Plan Sheets
- 3.3 Landscape Plans: Landscape Plan Sheets, Irrigation Plan Sheets

*Note: This task includes modification to the Draft 60% Plans based on field review comments, as provided by COUNTY on 2/27/24.*

### III. COUNTY RESPONSIBILITIES

1. Provide CONSULTANT with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
2. The COUNTY will provide CONSULTANT with access to the site for activities necessary for the performance of the services. CONSULTANT will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

### IV. PROJECT SCHEDULE

Upon receipt of a fully executed copy of this Agreement, CONSULTANT shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. We also acknowledge that the COUNTY is to be regularly and routinely consulted in connection with the performance hereunder.

### V. SUPPLEMENTAL SERVICES

Services authorized in writing by the COUNTY other than those specifically listed in the Scope of Services, and which are agreed to be performed by CONSULTANT by written addenda to this Agreement shall be considered Additional Services for which the COUNTY shall compensate CONSULTANT at an agreed upon lump sum fee or CONSULTANT hourly rates.



**VI. COMPENSATION**

Our fees for the described services shall be provided at the Lump Sum Fee of **\$30,033.00**.

Scope of Services	Lump Sum Fee
1. Overall Project Plan View Graphic Rendering Package	\$8,500.00
2. Topographic Survey	\$11,950.00
3. Design Incorporation	\$9,583.00
<b>TOTAL</b>	<b>\$30,033.00</b>

**Prepared by:** Mark Llewellyn Jr, PE  
Halff Associates, Inc.  
2255 Killlearn Center Boulevard  
Suite 200  
Tallahassee FL, 32303  
850-224-4400

Richard Davenport, PE  
Halff Associates, Inc.  
1141 E. Jackson Avenue  
Chipley, FL 32428  
(850) 600-0033